

Instructions for Filing a Violation of Academic Honesty Report

General

As per Faculty Policy Series (FPS) #11 (*Procedure for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University*) and FPS #11G (*Procedure for Handling Violations of Academic Honesty by Graduate Students at Hofstra University*), all violations of academic honesty must be reported by the instructor, whether a penalty has been imposed or not. Please see the relevant FPS for the specific details. Reports of academic dishonesty in the Law School must follow FPS #11A. The most current versions of all FPS are available at the Senate's website.

The report forms are available for download in both PDF and Word versions on the Senate website:

1. The PDF version can be used to print off a blank form, which can then be filled in by hand.
2. The Word version can be used to fill out the various fields of the form (except for the signature) in Word. The document will open with the first field highlighted. You can tab from field to field. The size of the fields will expand as necessary.

*In cases in which the grade of **F** is awarded for the **course**, the student may not withdraw from the course. Therefore, if it has been determined that the student is to receive a grade of **F** for the course, please submit that grade through the Hofstra Online Information System grading module immediately, rather than waiting until the end of the semester/term when all grades for the course are submitted.*

Undergraduate

The instructor should complete the *Report Form on Violations of Academic Conduct* (undergraduate version) and should send the report to the student.

Additional copies of the report should be sent to:

- Provost's Office (with supporting documentation)
- Dean of Students

Graduate

The instructor should complete the *Report Form on a Graduate Student's Violations of Academic Honesty* and should send the report to the student (with a copy of FPS 11G attached).

Additional copies of the report should be sent to:

- Provost's Office (with supporting documentation)
- Dean of Students
- Academic Dean